

Memorandum from Ron Pfefer

To: Members and Friends of the TRB Task Force for the Development of a Highway Safety Manual

Subject: Annual Meeting

Date: 27 December 2004

I hope you all had a good holiday break.

The time for our meeting is fast approaching. We have additional materials for you to review. They will be available shortly on the TF web site. Please keep checking the web site regularly as we approach the time to meet.

Transmitted herewith is a preliminary agenda for the TF business meeting. That meeting will take place in the usual slot -- Marriott, Washington B2, from 2:30 to 6:30 PM. This is going to be a very busy time, so please come prepared.

Subcommittee meetings are officially scheduled for that Wednesday from Noon to 2:15 PM. However, individual subcommittees may schedule for alternative or additional times. Current plans are summarized in the table below.

Subcommittee	Location (Marriott)
Implementation	Breakfast meeting at Perels Restaurant, 11 January (Tuesday) at 7 AM
Content	Carolina
Planning	McKinley
Policy	Kennedy
Research	Hoover
Liaison	Coolidge

Happy New Year!

Ron

46A HaShomer, P.O. Box 1155
Zikhron Yaacov 30900
Israel

Telephone: 972-4-639-8183
FAX: 972-4-639-8174
e-mail: rpfefer@compuserve.com

Preliminary Agenda
Meeting of the TRB Task Force for the
Development of a Highway Safety Manual (ANB25T)
Wednesday, 12 January 2005, Washington B2
Wardman Marriott Hotel, Washington, D.C.
2:30 – 6:30 PM

1. Opening – Ron Pfefer, Chairman (15)
 - 1.1. Introductions
 - 1.2. Circulate Attendance Sign-up Sheet
 - 1.3. Chairman's Opening Remarks
2. Report from TRB, Rick Pain/Leanna Depue (15)
3. Secretariat - Kelly Hardy, Tim Neuman (10)
 - 3.1. Minutes of June 2003 Meeting of the TF
 - 3.2. Rosters
 - 3.3. Other
4. Presentations (65)
 - 4.1. Revised Strategic Plan, Doug Harwood (15)
 - 4.2. Assessment of the Prototype Chapter (25)
 - 4.2.1. Experience in Louisiana, Xiaoduan Sun (15)
 - 4.2.2. Summary of Major Issues, John Milton (10)
 - 4.3. Chapter Review Process, Ron Pfefer (15)
 - 4.4. Update on NCHRP Projects (10)
 - 4.4.1. General, Ron Pfefer (5)
 - 4.4.2. 17-27, Geni Bahar (5)
5. Break (10)
6. Sub-committee Reports (85)
 - 6.1. User Liaison – Geni Bahar (15 min)
 - 6.2. Implementation – Douglas Harwood (15 min)
 - 6.3. Research – Karen Dixon (15 min)
 - 6.4. Policy – John Mason (10 min)
 - 6.5. Content – John Milton (15 min)
 - 6.6. Planning – John Nitzel (15 min)
7. Action Items (30) Note: Task Force members will add other action Items to the agenda, based primarily upon the results of the Subcommittee meetings held prior to the meeting of the Task Force. Items listed below are anticipated, but not final.
 - 7.1. Mid-year 2005 meeting
 - 7.2. Other
8. Closing (10)
 - 8.1. Information items
 - 8.2. Final Circulation of Sign-up Sheet and Membership Roster
 - 8.3. Adjournment